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Maintenance



STAMP CONTROL AND ACCOUNTABILITY

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive 21-1, *Managing Aerospace Equipment Maintenance* and the provisions of Air Force Materiel Command Instruction (AFMCI) 21-110, *Depot Maintenance Technical Data and Work Control Documents*. It establishes procedures, and assigns responsibilities for the issue, use and control of the stamp program in AMARC. This instruction applies to all industrial work areas and the Plans and Programs Quality Assurance (XP-QA) section. Stamps are issued to denote certification, calibration, condition, completion and acceptance of materials, equipment or services.

SUMMARY OF REVISIONS

This instruction has been substantially revised and must be completely reviewed.

1. General . The following types of certification stamps are authorized for use at AMARC along with those listed in AFMCI 21-110: "R" - Radiation Certification, "INERT" - Inert Explosive Certification, and "PL" - Not Applicable.

1.1. "P" stamps will be issued to qualified production supervisors, workleaders or certified personnel designated by the appropriate director. Production stamps will be used by authorized personnel only to verify that work completed on a product or operation has been accomplished in accordance with applicable standards (technical orders, drawings, specifications, etc.) and written instructions.

1.2. "M" stamps will be issued to production acceptance certification (PAC) certified maintenance personnel to certify satisfactory completion of maintenance accomplished on a product. The "M" stamp will not be issued to personnel who have a "P" stamp. The "P" stamp is the highest level of certification and can be used in place of the "M" stamp.

- 1.3. "N" stamps will be used by certified nondestructive inspection (NDI) operators to certify satisfactory completion and acceptance of NDI operations (coded "N" on work documents).
- 1.4. "Q" stamps are issued to XP-QA personnel and are used to show that quality verifications have been accomplished to support statement of work requirements.
- 1.5. "R" stamps will be issued to radiation safety personnel and radiological monitors and are used to certify the radiation status of aircraft or components.
- 1.6. "INERT" stamps will be issued to qualified and certified egress/armament section personnel and used to certify inert explosive items.
- 1.7. "IET" or "PL" stamps will be issued to production planners and used to indicate when a line item in a work control document is not applicable to support the customer requirements.

2. Responsibilities And Procedures:

- 2.1. Division chiefs will obtain, control and issue all stamps authorized for their division, except the "Q" and "R" stamp.
- 2.2. The radiation safety officer (RSO) will obtain, control and issue all "R" stamps for AMARC.
- 2.3. The XP-QA chief will obtain, control and issue all "Q" stamps for AMARC.
- 2.4. Issued stamps will be controlled and will not, under any circumstance, be loaned to other personnel.
- 2.5. All division chiefs, the RSO, and the XP-QA chief will:
 - 2.5.1. Set up and maintain a log of all stamps under their authority.
 - 2.5.2. Ensure stamps not issued are kept under lock and key.
 - 2.5.3. Ensure stamps that are turned in are not reissued within 180 days.
 - 2.5.4. Set up and maintain a file of all stamps controlled by the division, RSO or XP-QA as applicable. An AF Form 7, **Certification Stamp Issue and Declaration** will be used for this purpose. This AF Form 7 will be documented to show the date issued, lost, turned in and/or recalled with the reason and person involved.
 - 2.5.5. Ensure that an inventory of all stamps under their authority is conducted at least once a year. This inventory will be documented and filed as a "memo for record."
 - 2.5.6. Ensure stamps are recalled when personnel are transferred to another division, job classification changes, or employment is terminated. The division chief will make the determination for qualifications of the individual for reissue of recalled stamps.
- 2.6. When a branch chief decides an individual needs a stamp, a letter will be sent to the division chief, stating the individual is qualified in the applicable skill and has been trained in the care, use and responsibilities of the stamp.
- 2.7. If a stamp is lost, the procedures established in AMARCI 21-107, Tool Control and Accountability for lost tools will be followed.

2.8. Additional stamps authorized locally will not exceed the size of the AFMC authorized organic depot stamps per AFMCI 21-110, attachment 7.

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